

Formal, professional apology for serious incident

Subject: Apology for Recent Incident

Dear [Recipient Name/Manager],

I am writing to formally apologize for my behavior during [incident]. I understand the severity of my actions and the impact they may have had on the team and organization.

I am taking steps to ensure this does not occur again, including [training, counseling, reflection, etc.]. I sincerely hope you can accept my apology.

Sincerely,

[Your Name]

[Position]

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